

VISIT...

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TAKING NOTES

Taking good notes will help you organize and remember information you find when reading. The details can be used to write a summary or report.



- Use a separate index card or paper for each topic.
- Write a main heading, a key word, a phrase, or a question on each card.
- List details under each heading, key word, phrase, or question.
- Number the details in order of their importance.